

## **Missouri Sustainable Agriculture Demonstration Award Application**

### **Important Information for 2004:**

- There will be at least 16 grants available with a maximum amount of \$3,000 each. Five of the grants will be provided by sponsors: **Thomas Jefferson Agricultural Institute** will provide 2 alternative agriculture grants, and the **University of Missouri Center for Agroforestry** will provide 3 agroforestry grants that are reserved for farms in counties surrounding the following University Farms and Centers:

**Greenley Memorial Center** in Novelty (Adair, Clark, Knox, Lewis, Macon, Scotland, and Shelby counties)

**Horticulture and Agroforestry Center** in New Franklin (Boone, Chariton, Cooper, Howard, Randolph, and Saline counties)

**Southwest Center** in Mount Vernon (Barry, Christian, Dade, Greene, Jasper, Lawrence, Newton, and Stone counties)

**Wurdack Farm** in Cook Station (Crawford, Dent, Franklin, Gasconade, Iron, Phelps, and Washington counties)

- For an electronic application, or more information about the Sustainable Agriculture Demonstration Award Program, please visit the Sustainable Agriculture Website at: <http://agebb.missouri.edu/sustain/>
- E-mail applications will be accepted, but you must send the original signature page.
- Faxed applications will not be accepted since they are too difficult to read.

### **Guidelines:**

- 1) Projects must be completed within three years.
- 2) Grant funds may be used to pay 50 percent of labor costs, and 50 percent of the costs of equipment or other permanent purchases (up to the \$3,000 maximum). Grant funds may be used to pay for 100 percent of annual expenses such as feed, livestock, minerals, seed, travel, etc. (up to the \$3,000 maximum).
- 4) Funds are for one project. For additional funding, please reapply.
- 5) Grant recipients are responsible for record keeping and should keep labor records and copies of receipts for tax purposes. Unspent funds must be returned.

**Criteria:** Applications will be reviewed by a six-member selection committee made up of farmers and representatives from the Missouri Department of Agriculture, the Community Food Systems and Sustainable Agriculture Program of the University of Missouri, and Lincoln University. The selection committee looks for the following elements when they consider proposals:

- 1) A well-identified problem and a specific plan to test possible solutions,
- 2) Potential to reduce reliance on non-renewable resources,
- 3) Projects that are repeatable, useful beyond one year and not specific to only one farm,
- 4) Potential profitability of project,
- 5) Environmental benefits project provides,
- 6) Positive affects within local community,
- 7) Involvement of others in the community, who could contribute to the project,
- 8) Ability to share findings with others via field days, publications, workshops etc.

**Missouri Sustainable Agriculture  
Demonstration Award Application 2004**

Project title: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Producer/Project leader: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

County where farm is located: \_\_\_\_\_

Have you previously received a Missouri Sustainable Agriculture Demonstration Award?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Was the project successfully completed? Yes \_\_\_\_\_ No \_\_\_\_\_. If no, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please indicate how many years it will take to complete your project, starting in January 2004. Project length: \_\_\_\_\_ years.

1. Describe the problem your project will address. Please include the objectives of your project and how this will help you to farm more sustainably. Sustainable farming is ecologically sound (it reduces your reliance on non-renewable resources), economically viable (it helps you make a good living on your farm), and socially responsible (it helps support family farms and rural communities).

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2. Describe in detail how you would use this grant to address the problem. Include A. timetable and B. record keeping plans.

A. Timetable for Work activities:

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B. List production and financial information you will document (e.g. Soil tests; crop yields; animal weight gains; equipment, feed, and building expenses; sales; profits):

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3. How will you evaluate your project's success?

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4. How will you share information from your project with other producers?

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5. Describe your farm operation (include total farm acreage, amount of land involved in project, number of head of livestock, crops raised, etc.).

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6. Budget Instructions: **Grant funds may be used to pay for up to 50% of labor and durable assets** (items which will be used beyond the length of the grant). Durable assets include items such as: computer programs, equipment, fencing, water systems. **Grant funds may be used to pay for 100% of annual expenses** (items which will be used up or sold during the project). Annual expenses include items such as: feed, livestock, minerals, seed, travel. See the example budget on pages 9 and 10 for details.

#### LABOR BUDGET (See page 6 of application)

Use the first column, **Labor Expenses**, to list all of the people participating in your project and the role they will play. Include name, address, and telephone number for each participant whether they are receiving grant funds or not.

Use the second column, **Grant Funds Requested**, to list the amount of grant dollars you are requesting for each person.

Use the third column, **Other Contributions**, to list the amount of dollars, other than grant funds, that will be spent on your project. Include donations, your own funds, and in-kind contributions of labor. To figure the amounts for in-kind contributions, calculate what the labor would be worth if you had to pay to have it done. For example, operator labor per year at \$10/hour.

#### SUPPLY & EQUIPMENT BUDGET (See page 7 of application)

Use the first column, **Supplies, Equipment & Other Expenses**, to describe the items you will use or travel that is required for your project. Outreach costs include expenses for a field day, workshop, reports, publicity, refreshments, etc.

Use the second column, **Grant Funds Requested**, to list the amount of grant dollars you are requesting for each item.

Use the third column, **Other Contributions**, to list the amount of dollars, other than grant funds, that will be spent on your project. Include donations, your own funds, and in-kind contributions of facilities, supplies, etc. To figure the amounts for in-kind contributions, calculate what the facilities, supplies, etc. would cost you if you had to pay for them in cash. For example, \$75/acre cash rent, \$10/acre or \$15/hour equipment rental, \$.30/mile for travel.

#### Please Note:



Grant recipients are paid for actual project expenses only.



Two-thirds of the funds you request will be available to start your project. Be sure to keep copies of receipts from purchases and record labor involved in your project (you will need these records when you pay taxes). The remaining one-third of the funds will be made available when you complete your project and turn in your final report. Any unspent grant funds must be returned.

### LABOR BUDGET

<b>Labor Expenses (50% match required)</b> Please list everyone who is working on the grant project.	<b>Grant Funds Requested</b>	<b>Other Contributions</b>
<b>Name and role:</b>  <b>Address:</b>  <b>Phone:</b> <b>E-mail:</b>		
<b>Name and role:</b>  <b>Address:</b>  <b>Phone:</b> <b>E-mail:</b>		
<b>Name and role:</b>  <b>Address:</b>  <b>Phone:</b> <b>E-mail:</b>		
<b>Name and role:</b>  <b>Address:</b>  <b>Phone:</b> <b>E-mail:</b>		
<b>Name and role:</b>  <b>Address:</b>  <b>Phone:</b> <b>E-mail:</b>		
<b>Name and role:</b>  <b>Address:</b>  <b>Phone:</b> <b>E-mail:</b>		

**Subtotal**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

### SUPPLY & EQUIPMENT BUDGET

Supplies, Equipment & Other Expenses	Grant Funds Requested	Other Contributions
ANNUAL EXPENSES: items to be used up or sold during the project (no match required)		
Operating expenses and supplies		
Lease of land and equipment		
Outreach		
Travel		
Other		
DURABLE ASSETS: items to be used beyond the length of the grant (50% match required)		
Building supplies		
Equipment purchases		
Other		

<b>Subtotal (from above items)</b>	\$ _____	\$ _____
<b>Subtotal (from page 6)</b>	\$ _____	\$ _____
<b>Total Grant Funds Requested</b>	\$ _____	
<b>Total Other Contributions</b>		\$ _____

7. If your proposed project requires assistance from a financial institution, please enclose a letter from them indicating their commitment.

8. I agree to provide a project summary, which includes:

- A) general description of the project;
- B) summary of activities: what, where, when, and how activities were completed;
- C) number of people who received information about this project;
- D) production information (yield, head of livestock, number produced or saved);
- E) financial information (expenses and income).

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**Signature of Applicant**

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**Applicant Name (please print)**

**Submit applications to:**

Joan Benjamin  
Missouri Sustainable Agriculture Demonstration Awards  
Missouri Department of Agriculture  
1616 Missouri Blvd.  
Jefferson City, MO 65102  
Telephone: 573-522-8616 or 573-751-5505  
E-mail: [Joan\\_Benjamin@mail.mda.state.mo.us](mailto:Joan_Benjamin@mail.mda.state.mo.us)

**Applications must be received by 5:00 p.m., December 1, 2003.**

**EXAMPLE LABOR BUDGET**

<b>Labor Expenses (50% match required):</b> Please list everyone who is working on the grant project.	<b>Grant Funds Requested</b>	<b>Other Contributions</b>
<b>Name and role:</b> Joe Producer, farmer: conduct trials, take samples, record findings, evaluate test results <b>Address:</b> 2468 Uphill Road Downhome, MO 64788 <b>Phone:</b> 660-444-1111 <b>E-mail:</b> producerj@send.news.com	\$200	\$2,400
<b>Name and role:</b> Joann Producer, farmer: plant fields, care for chickens, conduct trials, direct market plants and chickens <b>Address:</b> See above <b>Phone:</b> <b>E-mail:</b>	\$500	\$500
<b>Name and role:</b> Jerri Producer, daughter: input data into computer <b>Address:</b> see above <b>Phone:</b> <b>E-mail:</b> producerje@mo.more.edu	\$50	\$150
<b>Name and role:</b> Ida Teach, extension agent: assist with field day and help evaluate test results <b>Address:</b> Prairie County Extension Courthouse, Room 314 Livemore, MO 65432 <b>Phone:</b> 816-555-6789 <b>E-mail:</b> TeachI@missouri.edu		\$250
<b>Name and role:</b> I. C. Bugg, private crop consultant: scouting <b>Address:</b> 123 Ladybug Street Beneficial, MO 54321 <b>Phone:</b> 314-234-5678 <b>E-mail:</b> BuggIC@findbug.com	\$275	\$300
<b>Name and role:</b> Suzy Seller, marketing consultant: conduct market survey, develop marketing plan, develop website <b>Address:</b> 789 Market Street Sales, MO 67890 <b>Phone:</b> 573-456-6789 <b>E-mail:</b> Icansell@sellmore.com	\$175	\$500

**Subtotal**\$1,200\$4,100



**EXAMPLE SUPPLY & EQUIPMENT BUDGET**

<b>Supplies, Equipment &amp; Other Expenses</b>	<b>Grant Funds Requested</b>	<b>Other Contributions</b>
<b>ANNUAL EXPENSES:</b> items to be used up or sold during the project (no match required)		
Operating expenses and supplies		
Seed	\$150	
Fertilizer	\$75	
Chickens	\$275	
Lease of land and equipment		
Lease 10 acres at \$10/acre	\$100	
Outreach		
Film & developing	\$24	
Travel		
Attend Sustaining People through Agriculture Mtg. (250 miles @ .30/mile)	\$75	
Pick up supplies: seed, fertilizer, fencing materials (147 miles @ .30/mile)	\$44	
Other		
Lab tests (analyze feed)	\$277	
<b>DURABLE ASSETS:</b> items to be used beyond the length of the grant (50% match required)		
Building supplies		
Fencing	\$130	\$700
Equipment purchases		
Feed grinder	\$650	\$7,000
Other		
<b>Subtotal (from above items)</b>	<u>\$1,800</u>	<u>\$7,700</u>
<b>Subtotal (from page 3)</b>	<u>\$1,200</u>	<u>\$4,100</u>
<b>Total Grant Funds Requested</b>	<u>\$3,000</u>	
<b>Total Other Contributions</b>		<u>\$11,800</u>